

## Urban Weatherization Initiative

### Board Meeting

### Meeting Minutes

February 15, 2013

Meeting was called to order at 10:04 a.m. by UWI Board Chair, Percy Harris

- Attendees:**     **Voting Board Members:** Percy Harris (via phone); Beth Delgado (via phone); Melissa Williams (via phone)
- DCEO Staff:** Angela Foster; Gwen Davis; Leonard Johnson; Sarah Atkins
- Guests:** Luther Mason, SOUL (via phone); Wayne Sunik, Madison County Regional Office of Education (via phone); Dale Prickett, APCC; Mark Handy, KenJiva Energy Systems; Michael Thomas, Secure Bio International; Brendon Foster, APCC; Roxanna Daniel, Taj Development Company; Deborah Robinson, Taj Development/eZing; John Porterfield, eZing
- I.     Approval of Minutes:** Minutes Approved for the January 2013, Board Meeting
- II.    RFA Application Status:** Ms. Foster indicated that the applications for the RFA are still under review and we anticipate presenting the RFA's to the Board at the March 2013, Board Meeting. UWI has received two of the packets back from the reviewers for Home Energy Auditor training program, but the program is still waiting on the Weatherization Specialist Training packets to be returned from the reviewers. Mr. Harris suggested that if one program is completed, he would like to move forward in making decisions whether or not the other program is done with the review process. Ms. Foster anticipates the Home Energy Auditor responses from the reviewers to be submitted before the Weatherization Specialist RFA's. Finally, UWI is waiting to receive appropriation of funds for the Home Energy Auditor and Weatherization Specialist training programs.
- III.   Residential Weatherization Program Procedures:** Ms. Foster and Ms. Colvin have been in contact with the Finance Department regarding appropriation of funds and at this time have not been given a time frame for when the funds will be available for appropriation. Mr. Harris suggested that the UWI program send an email to the awardees regarding the status of the pending funds to be appropriated. Ms. Foster indicated that email correspondence has been sent to the awardees regarding the pending appropriation of funds and email correspondence will be sent each week regarding updates for this program.
- IV.   Residential Weatherization Program Procedures:** Ms. Foster indicated that Section 14 which is the Standards is still in the process of being written to be included in the procedures. Ms. Foster indicated that the final draft will be sent to Legal by the end of the month of February 2013. Mr. Harris's concern was in reference to renters being included in

the procedures. In the State Statutes, renters were not to be included for the Residential Weatherization Program. Ms. Foster will meet with Ms. Colvin regarding this issue to gain clarity and the procedures will be reviewed and adjusted according to the State Statutes. Mr. Harris requested that the procedures be sent to the Board so that the Board members have an opportunity to review the procedures and make comments and changes necessary for completion of the program procedures.

- V. General Discussion:** Ms. Foster discussed the curriculum and reported that she has explored other options regarding the curriculum. Ms. Foster indicated that she has researched two different websites, The National Renewable Energy, and Weatherization Assistance Program. The National Renewable Energy website provided information regarding the Home Energy Auditor, but no information regarding Weatherization Specialist. Ms. Foster has reached out to The National Renewable Energy regarding information for Weatherization Specialist. The second website, Weatherization Assistance Program, appears to be all encompassing regarding providing information for both the Home Energy Auditor Program as well as the Weatherization Specialist Program. Both of these curriculums have a 'Train the Trainer' component which is an additional cost. The review of both websites' curriculum is underway and Ms. Foster will present the information to the Board during the March 2013, Board Meeting. Finally, Mr. Harris requested that the outcomes for the Home Energy Auditor and Weatherization Specialist program be completed and presented to the Board.

**VI. Executive Session:**

**VII. Next Meeting:**

**VIII. Adjournment:**

Minutes prepared by: Sarah Atkins